

**BOARD OF PSYCHOLOGY**

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**BOARD MEETING MINUTES**

Hotel De Anza
233 W. Santa Clara Street
The De Anza Room
San Jose, CA 95113
(408) 286-1000

Friday, February 9, 2007

The open session meeting was called to order by the President, Jacqueline Horn, Ph.D., at 8:15 a.m. A quorum was present and due notice had been sent to all interested parties.

Members Present:

Jacqueline Horn, Ph.D., President
James McGhee, Vice-President
Howard Adelman, Ph.D.
Ellen Graff, Ph.D.
Linda Lindholm (Arrived at 8:25 a.m.)
Sharon O'Connor, Ph.D.
William Lew Tan
William Thomas, Ph.D.

Others Present:

Robert Kahane, Executive Officer
Jeffrey Thomas, Assistant Executive Officer
Laura Freedman Eidson, Legal Counsel
Kathy Bradbury, Administrative Services Coordinator
Victoria Thornton, Enforcement Coordinator
Lavinia Snyder, Licensing/Registration Coordinator

Agenda Item #1 – Approval of Open Session Minutes

It was M(Tan)/S(O'Connor)/C to approve the November 17-18, 2006, open session minutes.

Vote: 7-0

Open Session – Petitioner and Administrative Hearing**8:30 A.M. – RENFELDT, Steven, Ph.D., Petition for Modification/Termination of Probation**

The meeting was re-opened at 8:35 a.m.

Administrative Law Judge Nancy Rasmussen presided. Deputy Attorney General Kerry Weisel was present and represented the people of the State of California. Steven Renfeldt, Ph.D., was present and represented himself.

The Board adjourned into closed session at the conclusion of the hearing.

9:30 A.M. Closed Session

The Board met in closed session pursuant to Government Code Section 11126(c)(3) to discuss and vote on disciplinary decisions.

10:00 A.M. – Open Session Committee Meetings

The Credentials Committee, Consumer Education Committee, and Ad Hoc Committee on Facilitating Psychologists' Participation in Disaster Response met to discuss and formulate recommendations to the Board.

1:00 P.M. – Open Session Committee Meetings

The Examination Committee, Legislation Committee, and Personnel and Board Operations Committee met to discuss and formulate recommendations to the Board.

3:00 P.M. – Open Session Committee Meetings

The Continuing Education Committee and Enforcement Committee met to discuss and formulate recommendations to the Board.

Saturday, February 10, 2007

The open session meeting was called to order by the President, Jacqueline Horn, Ph.D., at 8:05 a.m. A quorum was present and due notice had been sent to all interested parties.

Members Present:

Jacqueline Horn, Ph.D., President
James McGhee., Vice-President
Howard Adelman, Ph.D.
Ellen Graff, Ph.D.
Linda Lindholm
Sharon O'Connor, Ph.D.
William Lew Tan
William Thomas, Ph.D. (arrived at 8:16)

Others Present:

Robert Kahane, Executive Officer
Jeffrey Thomas, Assistant Executive Officer
Laura Freedman Eidson, Legal Counsel
Kathy Bradbury, Administrative Services Coordinator
Victoria Thornton, Enforcement Coordinator
Lavinia Snyder, Licensing/Registration Coordinator

Agenda Item #2 – President's Report – Dr. Horn

a) 2007/2008 Strategic Plan

It was M(Tan)/S(O'Connor)/C to approve the 2007/2008 Strategic Plan with a minor correction. Dr. Horn proposed moving the Strategic Planning Session from November to February. The Board agreed to conduct the Strategic Planning Session in February.

b) "Meet and Greet" at State Capitol

Dr. Horn, James McGhee, Robert Kahane, and Jeff Thomas attended a “Meet and Greet” at the State Capitol with the Chairpersons of the Senate and Assembly Business and Professions Committees.

Senator Mark Ridley-Thomas, Chairperson of the Senate Business, Professions, and Economic Development Committee, and Assembly Member Mike Eng, Chairperson of the Assembly Committee on Business and Professions, were present to answer questions and presented their agendas for the year. Senator Ridley-Thomas stated that mental health is the highest priority on his agenda. Assemblyman Eng echoed that priority. Mr. McGhee stated that he was very pleased to hear that mental health issues are going to be addressed this year.

c) Other President’s Informational Items

Dr. Horn reported that she and Mr. Kahane were invited to attend a meeting at the Department of Human Services for health care provider boards regarding first responders in emergency situations. Dr. Horn stated that this is a wonderful opportunity for the Board to provide meaningful input regarding the inclusion of psychologists as first responders.

Dr. Horn discussed upcoming Board vacancies, and Board members whose grace periods are about to end. The status of those Board members is as follows:

Dr. Graff’s grace period ends on June 1, 2007, and she has applied for reappointment.
Mr. Tan’s grace period ends on June 1, 2007, and he will not be reappointed.
Mr. McGhee’s grace period ends on June 1, 2007, and he has applied for reappointment.
Dr. Adelman’s term ends on June 1, 2007, and he will not be serving his grace period.
Dr. Thomas’ term ends on June 1, 2007, and his grace period begins.

Dr. Horn noted that the Board has had one public member position vacant for over a year which needs to be filled. Dr. Horn mentioned that current Board members may want to suggest or recommend someone to serve on the Board. Mr. McGhee reported that he spoke with Antonette Sorrick, Deputy Director of Board Relations, Department of Consumer Affairs, and she is well aware of the upcoming Board vacancies and has made new appointments a high priority.

Agenda Item #3 – Executive Officer’s Report – Mr. Kahane

a) African American Health Summit

Mr. Kahane and Mr. Thomas attended and had a vendor booth. Our presence at this event was well received. A large number of Consumer Guides were distributed. The Board received many questions concerning care for family members, educational inquiries and how to find a psychologist. Many remembered us from the Black Expo we attended in July 2006.

b) Board Vacancy

Mr. Kahane met again with Antonette Sorrick, the Deputy Director of Board Relations. The Department of Consumer Affairs and the Governor’s Office representatives have stated they are aware of our upcoming vacancies and will be addressing all issues.

c) Board Office Relocation

Mr. Kahane noted the relocation of the Howe Avenue Complex, Board of Psychology, is still tentatively scheduled for September 2007. A new color scheme has been approved.

d) Other Executive Officer's Informational Items

Mr. Kahane reported Board staff is continuing with extensive in-house website reorganization and will be working on reviewing all current and archived URL's. The Department of Consumer Affairs is hoping to have all new sites "up and running" by November 2007. He stated that the DCA's Internet Team has approximately 40 websites to redo.

Mr. Kahane reported that in keeping with the Board's proactive and positive approach, over 5,000 invitations were sent to licensees and registrants regarding the upcoming Board meeting. This correspondence also encouraged everyone to check the Board of Psychology website frequently for meeting highlights, information, updates and to contribute to legislative feedback. One invitation letter will be sent to the licensee's and registrants in Southern California for both the May and August meetings, which will be held respectively in Los Angeles and San Diego.

Mr. Kahane noted the 2007 Laws and Regulations Booklets are delayed with Lexis-Nexis. These booklets will be in an entirely new format from recent years.

Mr. Kahane affirmed that the budget is healthy, with surplus and expenses well within our operational design. Budget projections, according to our Budget Analyst, remain constant for the upcoming fiscal year. The Board will be able to absorb increased fees for pro-rata services (Web services, administration and investigative costs).

Mr. Kahane stated the translations of our consumer brochures are continuing, with the Korean version to be re-done due to lack of comprehensive "readability".

Mr. Kahane reported that after a request from the California Department of Corrections and Rehabilitation, we are posting job links on our website for vacancies in psychological positions within the California Department of Corrections and Rehabilitation.

Mr. Kahane noted that Marsha Guzzi, Staff Services Analyst, is moving from Enforcement to Licensing. Marsha's position will be posted and filled as soon as possible.

Mr. Kahane reported on the Health Surge Project introduction and kickoff at the CHP Academy in West Sacramento on 15th attended by Dr. Horn regarding Emergency and Disaster Preparedness for health care professionals. Mr. Kahane will represent the Board of Psychology for the upcoming Surge Collaborative Design Session.

Agenda Item #4 – Legal Counsel's Report

a) Bureau for Private Postsecondary and Vocational Education (BPPVE) Sunset

Ms. Freedman-Eidson noted the BPPVE had been undergoing scrutiny to evaluate effectiveness. Reform measures were unsuccessful. AB 2810 would have extended BPPVE for an additional year. That bill was vetoed by the Governor, as current legislation is flawed. Effective June 30, 2007, BPPVE will be inoperative.

Ms. Freedman-Eidson stated the Governor is working on new legislation for sometime next year. The Board will discuss this issue at the next Board Meeting.

b) Ex Parte Communication

Ms. Freedman-Eidson commented that Board Members need to be very careful when approached by licensees, potential licensees and those parties with enforcement action and/or application issues. Board members should terminate contact with that individual immediately. Failure to do so possibly disqualifies that Board member from voting on future actions.

c) Closed Session Confidentiality

Ms. Freedman-Eidson reminded the Board that closed session is confidential, and nothing should be disclosed outside of the confidential discussion except the actual decision made by the Board.

Agenda Item #5 – Regulations Update

a) Consumer Information – Amendments to Title 16, California Code of Regulations to Adopt Section 1396.5

Ms. Bradbury reported that the final rulemaking file for section 1396.5 was submitted to the Office of Administrative Law on January 23, 2007, for approval.

b) Supervised Professional Experience and Registered Psychologists - Amendments to Title 16, California Code of Regulations sections 1387 and 1390.3

Ms. Bradbury reported that the final rulemaking file for sections 1387 and 1390.3 has been approved by the DCA Director and is awaiting approval of the Std. 399 (Economic and Fiscal Impact Statement) for submission to the Office of Administrative Law.

c) Waiver of Exam Under Section 2946 for Applicants Certified by the American Board of Professional Psychologists (ABPP) – Amendments to Title 16, California Code of Regulations sections 1388.6 and 1381.5

Ms. Bradbury reported that the final rulemaking file for sections 1388.6 and 1381.5 has been approved by the DCA Director and is awaiting approval of the Std. 399 (Economic and Fiscal Impact Statement) for submission to the Office of Administrative Law.

d) Continuing Education (Laws and Ethics) – Amendments to Title 16, California Code of Regulations section 1397.61(b)

Ms. Bradbury reported that the rulemaking file for section 1397.61(b) was approved by the Office of Administrative Law and became effective January 19, 2007.

e) Disciplinary Guidelines – Amendments to Title 16, California Code of Regulations section 1397.12

Ms. Bradbury reported that the rulemaking file for section 1397.12 was approved by the Office of Administrative Law and became effective January 4, 2007.

Agenda Item #6 – Continuing Education Committee Report – Dr. Adelman

a) 2006/2007 Strategic Plan Update

Dr. Adelman reported that Strategic Objectives 3.01 and 3.02 are ongoing objectives.

b) Continuing Education Statistics

Dr. Adelman referred the Board to the continuing education non-compliance statistics in the agenda packets.

c) Ongoing Discussion of Ways to Improve Continuing Education Requirements

Dr. Adelman stated that the Continuing Education Committee's ongoing discussion focused primarily on the annual review of the Mandatory Continuing Education Program Accrediting Agency (MCEPAA) and the proposal regarding MCEPAA approving providers rather than individual courses.

d) Annual Review of the Mandatory Continuing Education Program Accrediting Agency (MCEPAA)

Dr. Adelman indicated that the Board's relationship with MCEPAA will continue to be a part of the Continuing Education Committee's ongoing discussion of continuing education requirements.

e) Proposal Regarding MCEPAA Approving Providers Rather than Individual Courses

Dr. Adelman reported that he has asked Dr. Linder-Crow with the California Psychological Association to provide models of provider approval vs. individual course approval for review at the May Board meeting. He stated that the Continuing Education Committee will consider the information provided and determine whether the Committee will make a recommendation at that time, or table the issue for further discussion at a future Board meeting.

f) MCEPAA Report Regarding Continuing Education Compliance and Complaints

Dr. Adelman stated that this issue will be put on the agenda for discussion at the next Board meeting. He indicated that he has asked Dr. Linder-Crow to provide samples of continuing education course evaluation forms at the meeting to assist in the discussion.

g) Agenda Items for Next Committee Meeting

The Continuing Education Committee identified the following items for inclusion on the agenda for the next Continuing Education Committee meeting:

- Ongoing Discussion of Ways to Improve Continuing Education Requirements
- Discussion of Evaluation Process for Continuing Education Courses
- Report From California Psychological Association Regarding Convention Course Feedback
- Website Updates

Agenda Item #7 – Credentials Committee Report – Dr. Graff

a) 2006/2007 Strategic Plan Update

Strategic goals 2.01, 2.02 and 2.03 are still in progress. No additional updates were provided.

b) Satisfaction Survey Results

The Credentials Committee requested additional information for further discussion at the next Board meeting.

c) Review Plan(s) for Supervised Professional Experience in Non-Mental Health

It was M(Credentials Committee)/C to approve S.B.'s plan for supervised professional experience in non-mental health.

Vote: 8-0

d) Review Request(s) for Extension of the 30-Consecutive Month Limit for Accrual of Supervised Professional Experience

It was M(Credentials Committee)/C to approve D.C.'s request for extension of the 30-consecutive month limit for accrual of supervised professional experience.

Vote: 8-0

e) Review Request(s) for Approval of Doctoral Degree

It was M(Credentials Committee)/C to approve R.S.'s request for approval of R.S.'s degree as a degree in psychology.

Vote: 8-0

f) Discussion of Plan(s) for Supervised Professional Experience for Psychological Assistants

The Credentials Committee decided to table this discussion for the next Board meeting. The Committee requested staff to provide samples of psychological assistant applications at the next Board meeting. It was also noted that the Committee wished to discuss time limits for psychological assistant registrations and the submission of plans for each applicant.

g) Association of State and Provincial Psychology Board's (ASPPB) Interjurisdictional Practice Certificate (IPC)

The Committee recommended accepting ASPPB's IPC proposal to allow psychologists licensed in other jurisdictions to practice psychology in California, but only for a period of 30 calendar days, pursuant to statutory requirement Section 2912 of the Business and Professions Code. The Board will inform ASPPB that California is interested in accepting the IPC with the 30-day restriction as opposed to ASPPB's proposal of 60 days.

It was M(Credentials Committee)/C to accept ASPPB's IPC with the 30-day limitation.

Vote: 8-0

Agenda Item #8 – Regulation Hearings

a) Title 16, California Code of Regulations Sections 1388, 1388.6, and 1392 – New Examination – California Laws and Ethics Examination (CLEE)

Dr. Horn conducted the regulation hearing on the new examination (California Laws and Ethics Examination (CLEE)). The Board did not receive any written comment during the 45-day comment period. The Board reviewed modified language to add the word "Psychology" to the title of the examination to specify exactly what laws and ethics the examination included.

It was M(Tan)/S(McGhee)/C to adopt the modified language and to delegate the authority to staff to make any non-substantive changes to the proposal, issue a 15-day notice of modified changes, and proceed with the final rulemaking file.

Vote: 8-0

b) Title 16, California Code of Regulations Section 1387.3 – Supervised Professional Experience in Non-Mental Health

Dr. Horn conducted the regulation hearing on section 1387.3 which relates to supervised professional experience in non-mental health services. The Board received three written comments during the 45-day comment period. One of the written comments suggested removing the co-supervisor requirement for non-mental health trainees, requiring the submission of a waiver to the Board to exempt their work from being reviewed by a licensed "supervisor" psychologist and, instead, submitting their work to a contact at the Board as there are only a handful of licensed Industrial/Organizational Psychologists available to supervise. The Board reviewed the comment and noted that the intention of this proposal is to make the process easier for applicants. The two other written comments expressed concerns regarding the definition of the word "client" as noted throughout the proposed language. The consensus of the Board is that the term "client" is clear and does not need to be defined at this time. It was also noted that the Board would include an article in the next "BOP Update" explaining the regulation as it has been changed.

It was M(Graff)/S(McGhee)/C to adopt the regulation as written and to delegate the authority to staff to make any nonsubstantive changes and move forward with the regulatory process.

Vote: 8 - 0

Agenda Item #9 – Examination Committee Report – Dr. Thomas

a) 2006/2007 Strategic Plan Update

Strategic goal 2.04 (Provide EPPP results on a secured website location) is no longer an objective since ASPPB will accomplish this by October 2007. Strategic goal 2.05 (Update the CPSE with content that is also relevant to psychologists who practice in non-mental health services) was tabled for the next Board meeting for further discussion.

b) 2006 California Psychology Supplemental Examination (CPSE) Statistics

The Board was presented with the 2006 California Psychology Supplemental Examination (CPSE) statistics.

c) 2006 Examination for Professional Practice in Psychology (EPPP) Statistics

The Board was presented with the 2006 Examination for Professional Practice in Psychology (EPPP) statistics.

d) California Psychology Supplemental Exam (CSPE) Update

Dr. Thomas stated that based on the focus group analysis conducted by the Office of Examination Resources (OER), it was recommended to rescind the licensure requirement that a CPQ holder take and pass the CPSE and instead take and pass the California Psychology Laws and Ethics Examination (CPLEE).

e) Proposed California Laws and Ethics Examination (CLEE)

The Board recommended approving the Office of Examination Resources' proposal to rescind the CPSE requirement for applicants who hold a CPQ and require instead the CPLEE.

It was M(Examination Committee)/C to accept OER's recommendation.

Vote: 8-0

f) Discussion of Non-Mental Health Examination Process

Dr. Thomas stated that during the Examination Committee held the previous day, Nancy Linn from the OER reported to the Board regarding this issue. Ms. Linn discussed various ways to accommodate non-mental health practitioners. The Board decided to table this topic for the next Board meeting and requested additional information regarding other state practices in mental health and non-mental health.

Agenda Item #10 - Enforcement Committee Report – Ms. Lindholm

a) 2006/2007 Strategic Plan Update

Ms. Lindholm reported that the Committee reviewed the strategic plan and found that all items on the plan are on target or have been completed.

b) Enforcement Statistics

Ms. Lindholm reported that the enforcement statistics are in line with previous years' numbers and there is nothing unusual to report. The Committee is comfortable with the manner in which complaints are being handled.

c) Expert Reviewer Appointment(s)

The Committee received and reviewed one applicant (S.M.) for the program. This applicant has a very diverse application with concentration in ethics and other areas. The Committee discussed the issue that the applicant failed to provide a completed application, but chose to attach a written addendum as to his or her areas of expertise. In the future, the Committee recommended that staff not accept an application unless it is complete.

It was M(Enforcement Committee)/C to approve S.M.'s application as an expert reviewer.

Vote: 8-0

d) Discussion on Hold Policy for Mailed Votes

Ms. Lindholm reported that the Committee discussed the Board's current written policy on mail votes in enforcement decisions. The current policy is confusing to Board staff, and it was discussed and recommended that a new policy be written.

The Committee requested approval to have the written policy of the Board regarding the mail vote process reflect the following clarification: If two Board members vote for anything other than "adopt", then the proposed decision/stipulation will be brought to the Board for discussion in closed session. "Hold" and "non-adopt" are considered the same for this purpose.

It was M(Enforcement Committee)/C to amend the Board policy to reflect this change.

Vote: 8-0

Agenda Item #11 – Vertical Prosecution Process

Dave Thornton, Executive Director, Medical Board of California, reported on the vertical prosecution process. He stated that the vertical prosecution is a pilot program that was authorized by SB 231 (Figueroa) and has been in place for approximately a year.

Vertical prosecution (VP) is the early involvement of the Deputy Attorney General (DAG) with an investigator throughout the investigation process. The attorney general works with the investigator the entire length of the investigation. Prior to the VP process, the DAG was involved from the time the case was transmitted to the Attorney General's office for the request to file an Accusation. Due to the complexities of Psychology Board cases as well as Medical Board cases, there was wasted time in the process once the case was transferred to a DAG who had no knowledge prior to assignment of the case. Getting the DAG "up to speed" in understanding what has transpired with the case/investigation has been costly and somewhat problematic.

Some of the Goals of VP:

- 1) reduce the amount of time it takes to complete an investigation
- 2) once the investigation is complete, the DAG who is ultimately going to prosecute the case has been involved from the beginning and has had input on what evidence is necessary, what witnesses need to be interviewed, etc.
- 3) the licensee will have his or her case adjudicated sooner, whether that means closure of the case or the case moves to the next level.

SB 231 was the Medical Board's Sunset Bill, and the intention at the time was to move the Medical Board investigators to the Department of Justice (DOJ). At the last minute, changes were made to that plan and a pilot program was initiated to test the VP process prior to transferring the positions to DOJ. The pilot program has been in operation for approximately one year.

Results of the pilot project at this time:

With approximately 1200 investigations on-going, it is going to take time to see fully the results of the VP process.

What has occurred so far:

- 1) the interview of the subject of the complaint has taken place sooner (approximately ½ the time it took previously)

2) the collection of medical records, which is critical to investigations, has occurred sooner

Medical Board is currently writing a report to the Legislature, which is due July 1, regarding the success of the program along with the handicap of having the investigators and prosecutors under two different departments.

Why move the investigators to DOJ and not keep them at the Medical Board? The Medical Board has a recruitment and retention problem. It takes a long time to train an investigator, including a 16 week academy, along with an extensive screening process and background investigation. It takes approximately two years for an investigator to be able to handle a case on his or her own. Medical Board investigators are actively recruited by other agencies, such as DOJ, who can offer more money and less work. Medical Board and Psychology Board investigations are very complicated. The Enforcement Monitor, Julie Fellmuth, recommended the transfer of investigators in her report to the Legislature.

Mr. Thornton asked if there were any questions from the Board.

Mr. Kahane asked when the pilot program would be over. Mr. Thornton indicated that, with the report to the legislature, it would either extend the program or transfer the investigators. This could happen after July 1, 2007.

Dr. Horn asked if the Board needed to take any action or approve the vertical prosecution plan. Mr. Thornton indicated that no action was needed, but support from the Board of Psychology on the transfer of the investigators would be appreciated.

Mr. McGhee asked if the investigators were moved to DOJ would they be earmarked for Medical Board and Psychology Board cases, or distributed throughout DOJ. Mr. Thornton indicated that that subject has been discussed with the Assistant Attorney General and it has been determined that the investigators will stay with the Health Quality Enforcement Section of the AG's office.

Dr. Adelman asked about the "downside" of the move of the investigators. Mr. Thornton indicated the only opposition was from the California Medical Association having concerns that the AG's office had too much control over the process. Mr. Thornton indicated that the Boards still retain the ultimate decision-making regarding what gets investigated and what gets transferred to the Attorney General's office. Dr. Adelman had concerns about the Board not having any input on the vertical prosecution process.

It was brought up that the Psychology Board contracts with the Medical Board to investigate cases. The Board of Psychology has the choice to move their investigations elsewhere.

Ms. Lindholm would like some manner of a matrix or a report brought forward to the Enforcement Committee regarding the impact of the vertical prosecution process.

The Board members thanked Mr. Thornton for his presentation.

Agenda Item #12 – Legislation Committee Report – Mr. McGhee

a) 2006/2007 Strategic Plan Update

Mr. McGhee reported on the Strategic Plan Update, which is to follow through with the Sunset Review recommendations currently in process, with a target date of June 1, 2007. Mr. McGhee also noted that there was nothing to report on legislation as the new Legislative session had just begun and no new bills had been introduced affecting the Board.

Agenda Item #13 – Consumer Education Committee Report – Mr. McGhee

a) 2006/2007 Strategic Plan Update

Mr. McGhee reported that the Committee is moving forward with a pilot program concentrating on information distribution and access to underserved populations.

b) Consumer Outreach

Mr. McGhee reported that over 5,500 letters were sent to licensees and registrants inviting them to this Board meeting. Mr. McGhee reported that an invitation letter will be sent to licensees and registrants for each Board meeting to hopefully establish more rapport and better consumer outreach.

Mr. McGhee reported that staff has created a document to track BOP mail and statistics on a quarterly basis. A spreadsheet was presented to show how BOP mail is tracked by category.

Mr. McGhee introduced Jo Linder-Crow, Ph.D., Executive Director of the California Psychological Association (CPA). Dr. Linder-Crow began by thanking the Board for its cooperation in getting information out to psychologists regarding a survey to be conducted by the CPA Diversity Task Force. Dr. Linder-Crow reported that the survey will include the self-perceived level of competence among psychologists with regard to multi-cultural issues and in treating such populations. This survey will be posted soon on CPA's website, and the Board will be provided a link to the survey to post on its website.

Mr. McGhee reported that the Board will continue with public outreach and working with psychologists to improve the Board's image. Mr. McGhee noted that the Department of Corrections is in need of hiring psychologists and asked Mr. Kahane to elaborate on this issue. Mr. Kahane reported that the Board will add a link on its website to the Department of Corrections job vacancies to open options and to expand the awareness of the need for licensed psychologists at that department.

c) BOP Update

Mr. McGhee reported that staff is working on the next "BOP Update."

d) Web Site Statistics

Mr. McGhee reported on the web site statistics for the past quarter.

Agenda Item #14 – Personnel and Board Operations Committee- Mr. Tan

a) 2006/2007 Strategic Plan Update

Mr. Tan reported that the Strategic Plan Update Item 6.01, to begin paperless storage, is an ongoing process and the target date has been moved to July 1, 2007. Mr. Tan reported on the Strategic Plan Update for Item 6.02, the continuing effort to get the General Fund loan repaid, and reported that there has been no progress and the target date has been moved to August 1, 2007.

b) Executive Officer Performance Evaluation Form Revisions

Mr. Tan requested staff to send a copy of the Executive Officer Performance Evaluation Form and job description to all Board members for any edits and changes. Mr. Tan requested the review of the form to be added to the May agenda.

c) Board Member Orientation/Transition Materials

Mr. Tan reported that all Board Member orientation materials have been included in a CD for Board Members' convenience and use. A new version of the CD will be provided to all Board Members prior to the May Board meeting.

d) Review Process for Board Elections

Mr. Tan reported that the policy regarding Board elections was provided to the Board members and noted that Board elections will be held at the May meeting.

Agenda Item #15 – Ad Hoc Committee on Facilitating Psychologists' Participation in Disaster Response

Dr. O'Connor reported that the California Medical Volunteer Site Intervention Unit would be interested in hearing from psychologists who would be able to donate an hour *pro bono* for military service men and women. Dr. O'Connor will write an article for the next "BOP Update" to include how psychologists can better prepare for a disaster and other informational items of interest related to this Committee.

Agenda Item #16 – Public Comment on Items Not on the Agenda

None.

Agenda Item #17 – Agenda Items for Future Meetings

None.

It was M(Thomas)/C to adjourn the meeting.

The open session meeting adjourned at 11:15 a.m.

Jacqueline B. Horn, Ph.D.
President

Date